Addendum to PractiFile

Integrating With Other Programs

Data-base and spreadsheet programs are useful tools. They're each equipped with a host of features, yet there are situations where it would be helpful to put data-base files into a spreadsheet for further analysis. Or to convert spreadsheet information into a data-base file to print in a special report format.

Thus, Computer Software Associates has made PractiFile and PractiCalc files compatible, allowing you to change the structure of your information so that it can be easily accessed by two different and useful programs.

Follow the procedures in this addendum slowly. You'll soon find changing PractiFile and PractiCalc files to be an easy process. If you do have any difficulty, please call out Technical Support department at (617) 961-5700 ext. 290.

It is strongly suggested that the **same** data disk be used for storage when converting files from one program to another. To avoid confusion, name your files according to the program which will access them. Files to be used with PractiFile may end with /DB while those for use with PractiCalc would end with /SS. Accurate naming of files will eliminate confusion when loading data.

As in the manual, prompts regarding when to insert disks will not be given in the addendum. Follow the on-screen instructions, removing disks only when the red drive light is off, the drive motor has stopped, and the screen instructs you to do so.

PractiFile to PractiCalc: Data-Base Files into Spreadsheets

The conversion of data files between PractiCalc and PractiFile is best understood if you can see how the data will be displayed in the new format.

Each record of PractiFile will become a row in PractiCalc. Each field of a record will take one column of one row. Thus, the first record of PractiFile will appear across the first row of a PractiCalc spreadsheet when the files are converted.

Addendum to PRACTIFILE

"How to Create Back-up Copies of Data Files"

The PractiFile disk includes a program which formats (or initializes) backup disks and then makes complete copies of original disks. To make a copy of a data disk on the Commodore 1541 disk drive, use the following procedure.

1. Turn on the Commodore 64, type **LOAD"1541 BACKUP",8** and press **RETURN**.

2. When the word READY appears with a blinking cursor, type **RUN** and press **RETURN**.

3. The screen will clear for a moment and a display, titled "Single Disk Backup V1.0", will appear. There will be six categories listed. Instructions will appear in the last section, labelled OPERATOR INTERVENTION.

4. The first instruction will read: ENTER THE PROGRAM OPERATION CODE. Type either **B** for BAM SELECT BACKUP or **D** for DIRECT BACKUP. (Both procedures will format and copy the disk's contents.) The letter will appear in the first line under BACKUP COMMAND where the small checkered cursor is blinking.

5. Press **RETURN**. The cursor will move to DISK: DESTINATION. Enter the name of the destination (backup) disk and press **RETURN**. (If you do not enter a name, the disk will be named, by default, CBM 1541 BACKUP.)

6. Enter the disk ID number. Type a two digit number and press **RETURN**.

7. Then insert the destination disk into the drive. When ready, press **RETURN**. The screen will read: FORMATTING DESTINATION DISK.

8. When the formatting procedure is complete, the disk status line should read: 00, OK, 00, 00. Insert the source disk in the drive. When you have done so, press **RETURN**.

9. The EXECUTING line will read: READING BAM FROM SOURCE DISK. The name and ID number of the source disk will be displayed under DISK. If the source disk name and number are correct, press **RETURN**

10. The program will then read the disk data into the buffer. As the buffer fills, you can watch the buffer gauge slowly move from left to right. When all information has been read into the buffer, enter the destination disk, (previously formatted), and press **RETURN**.

11. The message WRITING DATA FROM BUFFER will appear. When finished, you will have a complete copy of your source disk. You can make additional backup copies of disks onto formatted disks. Or, if you're finished with the backup program, press **RUN/STOP** and **RESTORE** or turn off the Commodore.

With PractiFile loaded in the C-64,

1. Type **O** to open an old file. The "old" file is the data file which is to be converted into a spreadsheet.

2. Type the name of the data file.

3. When the File Menu appears, type **C** for creating a sequential file.

4. Type the new name which the data-base file will have as a spreadsheet file. (e.g. if your data-base file was called TEST/DB, you might name the spreadsheet file TEST/SS, indicating that it contains the same information, but in two distinct files.) Press **RETURN**.

5. The program will ask: "DO YOU WANT A PRACTICALC TYPE FILE?" Type **Y** and press **RETURN**.

6. The fields of the original data-base program will be listed and the question: "HOW MANY FIELDS WILL THE SEQ FILE HAVE?".

   Here the fields of the data-base file will become the columns of the spreadsheet file. You can select whether all or only some of the data-base fields will be included in the spreadsheet. You can create blank columns within the spreadsheet file. And, you select the order which the data-base fields (and blank columns) will take in the spreadsheet.

   If you had eight fields in the data-base file, wanted to use only seven in the spreadsheet and neede three extra empty columns for further data, you would enter 10 and press RETURN.

   Type the number of fields you will need in the new spreadsheet and press **RETURN**.

7. Next, you have to select the order which the random fields (from PractiFile) will take in the sequential fields (in PractiCalc). This allows arrangement of the data-base data as you want it to appear in the spreadsheet. If you enter a zero, an empty column will be placed in the spreadsheet.

   The question "SEQ FIELD NO. x SHOULD BE LOADED WITH RAN FIELD NO:" will appear for each column (seq field) of the spreadsheet. Answer it each time, arranging the fields as you would like them to appear in the spreadsheet.

   You will be asked "NUMERIC FIELD?" each time as well. If the field of the PractiFile file contains numbers, type **Y** and press **RETURN**. For non-numeric fields, simply press **RETURN**.

8. When the last field has been loaded into a sequential field, the questions "START AT RECORD NO:" and "END AT RECORD NO:" will appear. The default answers, (for which you need only

press **RETURN**), are the numbers of the first and last records of the random file. To convert the entire data-base file into a spreadsheet, press **RETURN** twice; otherwise, enter the numbers of the first and last record to be converted.

9. The screen will read "OUTPUT TO CASSETTE". Press **RETURN** for a negative answer. (Type **Y** and press **RETURN** for a positive answer.)

10. The "CORRECTIONS (Y/N) ?" question will appear. With your data disk in the drive, type **N** if all is correct and press **RETURN**. After the file has been converted, insert the PractiFile disk and type **R**.

11. With the File Menu on the screen, type ↑ to return to the Main Menu.

12. With the Main Menu on the screen, type **R**.

13. Insert PractiCalc and press **RETURN**.

14. Wait for PractiCalc to load. Then select the number of rows and columns in the spreadsheet. Insert the data disk and load the newly created sequential or spreadsheet file as you would any PractiCalc file. (Press **F3**, type **L**, type **@0:name of seq file just created** and press **RETURN**.)

    In a few seconds, the information which was previously in data-base format will be displayed on a PractiCalc spreadsheet. You can handle this information as you would any PractiCalc spreadsheet; insert and delete rows and columns, sort data alphabetically and numerically, manipulate the values numerically, etc.

PractiCalc to PractiFile: Spreadsheets into Data-base Files

Just as in creating spreadsheets from data-base files, it is again suggested that both spreadsheet files and data-base files be stored on the same data disk.

Before converting a spreadsheet file to a data-base file, count the number of columns and rows in the spreadsheet which contain information. Each row of a PractiCalc spreadsheet will become a record in the PractiFile file, while each column will become a field within each record.

With the PractiFile Main Menu on the screen,

1. Type **S** to start a file. What you will be doing is creating the format of a data-base file into which you will load the existing spreadsheet file.

2. Answer the questions for starting a new file as you would for creating any PractiFile file.

When asked the maximum number of records, enter the number of rows which your spreadsheet had filled with information.

When asked for the maximum size of each record, multiply the number of columns of your spreadsheet by eleven (9 for each character in the columns and 2 for each column which will become a field.) If you had wide columns in your spreadsheet, add extra characters to this number. Enter the total and press **RETURN**.

IMPORTANT: If approximating, be generous: otherwise, the spreadsheet won't "fit" into the data-base file!

When asked how many fields per record, enter the number of columns in the spreadsheet. If you want additional fields in the data-base file to be blank for later use, enter a number larger than the number of columns in the spreadsheet.

Then title each field; often field titles can be the same as column titles from the spreadsheet.

Select the keys of the file as you would in creating any data-base file.

3. Save this format to your data disk. Do NOT format the disk; for it should already contain the PractiCalc file which will be converted.

4. With a format written for a new file, you can enter the data. Instead of entering records one at a time, you will load a sequential file (the PractiCalc file) . When the Main Menu returns to the screen, type O to open an old file.

5. Enter the name of the file you just created and press **RETURN**.

6. When the File Menu appears, type L to load from a sequential file.

7. Enter the name that the file had as a spreadsheet. Press **RETURN**.

8. In response to the question "IS THE FILE IN PRACTICALC FORMAT?", type Y and press **RETURN**.

   Type **N** to the question "IS THE FILE ON CASSETTE?".

9. Load the fields of the data-base file with the fields (columns) of the spreadsheet file. Then each record will be added.

   If you established a data-base file which is too small to handle the spreadsheet file, a message will appear on the screen. You can always exit the program and start again with another new file which is larger.

If one row of your spreadsheet is too large (i.e. has too many characters), the message "RECORD TOO LARGE, SKIP IT" will appear. Type **Y** and the process of converting the spreadsheet into data-base will continue.

10. When the File Menu appears, type **D** for direct file maintenance. Type **N** to start reviewing the records of the newly-created data-base file.

    If you had blank rows or rows of dashes or titles in your spreadsheet, they will have become records. Delete any records which contain unecessary information. You now have what was once a spreadsheet in the convenient format of a data-base file. Use the file as you would your files which were originally written with PractiFile!

Word-Processing and PractiFile

PractiFile's files can be structured as sequential files. Their compatibility with a word-processing program is dependent upon the word-processing program's ability to merge with a sequential file with a text. Refer to the manual of your word-processing software to determine whether it can use PractiFile's files.

Two of the more common word-processing programs for the Commodore 64 which can be used with PractiFile's files are PageMate and WordPro.

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